

CITY OF WESTMINSTER

GRADING PLANS / UTILITY PLANS SUBMITTAL

The following items are required for first submittal:

1. Five copies of grading plans (36"x24") on City title block prepared in accordance with the City of Westminster standard plans, signed by a Civil Engineer registered in the State of California.
2. Two copies of the preliminary soils report prepared by a soils engineering firm and signed by a Geotechnical Engineer registered in the State of California.
3. Two copies of cost estimate for all work to be completed as part of the grading plans. These quantities and estimates shall be used to determine the bond amounts. Grading plans shall show quantities for all construction items.
4. Two copies of hydrology and hydraulic calculations.
5. Completed "GRADING PERMIT APPLICATION" (signed by applicant).
6. Erosion Control Plan with each copy of the grading plan.
7. One copy of approved site plan. Site plan shall include striping plan, if applicable.
8. One copy of City of Westminster Planning Commission resolution approving the proposed project with conditions of approval.
9. Three copies of plans to the Orange County Fire Authority (OCFA) for review and approval of underground water lines, fire hydrant locations, fire lane access and signs. Applicant shall submit these plans at the City of Westminster counter under the Building Division.
10. Two copies of Water Quality Management Plan (WQMP).
11. Plan check fee determined by the City of Westminster Engineering Division.
12. Utility plan – Must show proposed onsite and offsite utility lines, e.g., water, sewer, CATV, and storm drain. Show irrigation line connection point and all backflow prevention devices (for domestic, irrigation and fire). Do not show entire irrigation system.
13. Grading plan – Must show the project's flood zone information (designation, FEMA panel number and date of map) and flow line elevation of the surrounding area.
14. Provide separate water line for domestic, irrigation and fire.
15. If the site is one acre or larger, a Notice of Intent (NOI) and a Storm Water Pollution Prevention Plan (SWPPP) shall be prepared and submitted to the State Water Resource Control Board.
16. Applicant shall submit their plans to Midway City Sanitation District and Time Warner Communications for review and approval, concurrent with the submittal to the City of Westminster.
17. No plans shall be accepted unless signed and stamped by a R.C.E.

The following items are required for subsequent submittal:

1. Previously checked plans, cost estimates and reports with comments.
2. Three copies of revised plans.
3. Two copies of revised cost estimates and reports, if applicable.

The following items are required for Final Submittal

1. Submit grading plans, utility plans, erosion control plans, street improvement plans, striping, etc... on Mylar (4 mm. thick). Plans shall be signed by all required parties prior to being submitted to the City of Westminster for the City Engineer's signature. This shall include the design RCE, Midway City Sanitation District, Time Warner Communications, and any other entity shown on the plans.
2. A digital copy of the final plans in AutoCAD (.dwg or .dxf) format shall be submitted to the City of Westminster prior to final approval. AutoCAD shall be version 14 or higher.
3. Applicant shall provide the City of Westminster with Development Agreement and all necessary bonds prior to the issuance of grading permit. The bonds shall include Faithful Performance Bond and Labor and Material Bond.
4. Applicant shall pay all required fees prior to the issuance of the grading permit.
5. If the construction site is one acre or larger, submit a copy of the Receipt of Notice of Intent (NOI) from the State Water Resource Control Board with WDID.